

Training Opportunities

REV 7/1/2016

On-Going State Resource						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self- Paced	Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Corel WordPerfect, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@library.ks.gov	Online	All Employees	LearningExpress Library is a set of online resources funded and made available to all Kansans, at no cost, by the State Library of Kansas. These resources may be accessed through the State Library's website. LearningExpress, LLC is an educational technology company founded with the mission to help adult and student learners improve basic skills required for academic and career success. http://www.learningexpresslibrary3.com/?AuthToken=895C9A93-31CF-45C5-814C-A0788C14776D
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice and Discounts, Personal Money Marnagement Advice, Work-Life Solutions, Monthly Webinars and More!	\$0*	Employee Assistance Program (KDHE) - Shannon Elwell at: selwell@kdheks.gov or Alec Hawley at: ahawley@compsych.com	Online	All Employees	<p>Compsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial and legal advice when you need it, help you discover your best financial options, assist in finding elder and child care, and even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos and e-books over popular work-life topics available at no cost.</p> <p>Call 1.888.275.1205 Option 7 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial and more.</p>
On-going Self- Paced	IT Security Awareness Training (ID# 1059437) HIPAA: An Overview (ID# 1041019) KS New Employee Orientation (NEO) Course (ID# 1051574)	\$0*	Kansas Department of Health & Environment (KDHE) - Visit http://ks.train.org , register/login, and look up by Course ID#	Online	All Employees	<p><u>IT Security Awareness</u> This online training presents information necessary for IT system managers, administrators, and users to demonstrate awareness of system security requirements and discuss user's responsibility to protect IT systems and data.</p> <p><u>HIPPA: An Overview</u> This online training describes the Health Insurance Portability and Accountability Act of 1996, discussing the Privacy Rule and its purpose. It will train the user on determining when private information can or cannot be disclosed, and explain how HIPAA and the Privacy Rule affect public health practice and research.</p> <p><u>New Employee Orientation</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations.</p>
On-going Schedule by Appointment	Inappropriate Behavior and the Inclusive Workplace	\$0*	Kansas Human Rights Commission (KHRC) - Ruth Glover at ruth.glover@khrc.state.ks.us	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment, and behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior and inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.

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July 2016 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
7/11/2016 - 7/15/2016 8:00 AM - 5:00 PM	Case Management Basic Training	\$0*	KS Dept. of Corrections (KDOC) - Kevin Smith at: 291-3192 or kevin.smith@doc.ks.gov	Douglas County Jail, Lawrence	Case Managers	This course provides the foundation for effective offender supervision and case management. This 5-day course is designed to build skills in effective case management and provides a combination of motivational interviewing and Effective Practices in CorrectionsI Settings (EPICS-II) skills. Specific topics include: evidence-based practices, effective communication skills and motivational interviewing strategies; and EPICS skills which include session structure, relationship and coaching skills, relapse prevention, bridging skills, and intervention skills.
7/12/2016 8:30 AM to 3:30 PM	Word Level 1	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
7/12/2016 and 7/13/2016 8:30 AM to 3:30 PM	ArcGIS	\$80	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	ArcGIS is used to build and maintain geospatial data using relational databases. In this class students will navigate the ArcCatalog, use custom toolbars, work with layers and symbology, create a geodatabase and create queries and joins. They will also use the data and layout views, coordinate system and work with measuring distance.
7/12/2016 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF Topeka Svc Ctr, 500 SW Van Buren, Conf Rm 147	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
7/13/2016 8:30 AM to 3:30 PM	Excel Level 1	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
7/14/2016 8:30 AM to 3:30 PM	Outlook Level 1	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.
7/19/2016 and 7/20/2016 8:30 AM to 3:30 PM	Crystal Reports Writer Level 1	\$270	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design, and the creation of presentation quality reports.
7/21/2016 8:30 AM to 3:30 PM	PowerPoint Level 2	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art, and drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize and create toolbars, and create macros.
7/26/2016 8:30 AM to 3:30 PM	Office 2013 New Features	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	This course takes users through the new features in MS Office 2013: Word, Excel, PowerPoint and Outlook.

07/27/2015 and 7/28/2016 Day 1: 12:00 PM - 4:00 PM Day 2: 8:00 AM - 12:00 PM	Presentation Skills	\$0*	KS Dept. of Revenue (KDOR) - George Waters at: George.Waters@kdor.ks.gov	Docking State Office Building, Cottonwood Room	All Employees	<p>"According to most studies, people's number one fear is public speaking. Number two is death. Death is number two. Does that sound right? This means to the average person, if you go to a funeral, you're better off in the casket than doing the eulogy." - Anonymous</p> <p>If you feel yourself relating to the above quotation, Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe and supportive environment to develop and practice public speaking skills.</p> <p>This course will help presenters identify their strengths in preparing and delivering presentations. Some areas to be covered are: speaking fears and coping mechanisms, writing clear objectives, audience analysis, organization, visual aids, and staging.</p> <p>Individuals will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile and the tools provided through a Presentation Skills Model, the participants will develop and deliver a 5-10 minute presentation. Feedback over individual presentations will be given by the instructor and participants for later review by the presenter. This class will not only be beneficial to Managers, Supervisors, and Team Leaders that give presentations often, but also useful for individuals that want to develop or hone their presentation skills.</p>
7/27/2016 thru 7/28/2016 8:30 AM to 3:30 PM	Access Level 2	\$80	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships, and implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields, and a combo box to a form.
7/28/2016 8:30 AM to 12:00 PM	Learning to Lead	\$0*	KS Dept. of Admin (KDoA) Jolene Flowers at: jolene.flowers@da.ks.gov	Landon State Office Building Room 560, Topeka	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow and equip yourself, so you can be in a position to lead <u>before</u> you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future, and discovering the personal values that influence your attitudes and behavior.
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August 2016 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
8/1/2016 8:30 AM to 12:00 PM	BlueBeam Revu	\$50	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	This pdf solution is designed for the engineering/architecture and contractor industry for creating, marking, editing, sharing and collaborating on plans in pdf format. Students will learn how to initiate, share, mark-up and save plans. They will be introduced to the tools used for plans review and how to leave and track comments.
8/9/2016 8:00 AM to 4:30 PM	PowerPoint Level 1	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	This course teaches you how to create, modify, format, build, and run PowerPoint slide shows, as well as use WordArt, AushoShapes, ClipArt and graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane, and create tables using tabs. You will also learn to use the Slide transition task pane.
8/10/2016 8:30 AM to 3:30 PM	Word Level 2	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table Auto Format command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.

8/10/2016 2:30 PM to 3:30 PM	The Impact of Attitude on Work and Life <i>On-Site Presentation by ComPsvch</i>	\$0*	KS Dept. of Admin (KDoA) Jolene Flowers at: jolene.flowers@da.ks.gov	Landon State Office Building Room 560, Topeka	All Employees	While you obviously need the appropriate knowledge and skills to do your job, the mind-set with which you approach your work plays a dominant role in your ability to perform. If you're discouraged, you work sluggishly, think small and give up easily. However, when you feel good, confident and exhilarated you can win people to your side and create dazzling projects. This workshop will help participants explore how attitude can change their life and will provide them with opportunities to develop a more positive mind-set.
8/11/2016 8:30 AM to 3:30 PM	Excel Level 2	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell and range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists and create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.
8/11/2016 1:30 PM to 3:30 PM	Humor in the Workplace	\$0*	KS Dept. of Admin (KDoA) Jolene Flowers at: jolene.flowers@da.ks.gov	Landon State Office Building Room 560, Topeka	All Employees	This course explores the benefits of a working environment where employees learn to enjoy their work and each other. A healthy sense of humor sees the fun in everyday experiences, and allows us to take our jobs seriously but ourselves lightly. If you're burned out, stressed out, stuck in a rut, or could simply use some tips to look at your work in a new way, this course may be just the boost you need.
8/16/2016 9:30 AM to 12:00 PM	Performance Management Process (PMP)	\$0*	KS Dept. of Admin (KDoA) Jolene Flowers at: jolene.flowers@da.ks.gov	Landon State Office Building Room 509, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.
8/16/2016 through 8/18/2016 8:30 AM to 3:30 PM	Crystal Reports Writer Level 2	\$400	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	This three day workshop is designed for experienced Crystal Report users. The intent of the course is to increase the design skills and expand into the expert features and powerful functionality of Crystal Reports. This workshop delves into the most complex techniques used for creating reports and solving reporting problems, as well as hands-on practice time with formula solutions.
8/23/2016 9:00 AM to 3:00 PM	Offender Job Preparation	\$0*	KS Dept. of Corrections (KDOC) - Bev Fertig at: beverly.fertig@doc.ks.gov	Ellsworth Correctional Facility, Ellsworth	Case Managers	This seminar is designed to provide case managers with the information and tools needed to assist offenders in finding and maintaining meaningful employment.
08/24/2016 8:30 AM to 3:30 PM	Stress and Time Management	\$0*	KS Dept. of Corrections (KDOC) - Bev Fertig at: beverly.fertig@doc.ks.gov	Ellsworth Correctional Facility, Ellsworth	Case Managers	This 6-hour course targets correctional fatigue and secondary trauma by assisting case managers to identify coping techniques and develop individual methods to combat stress and stressors. It also looks at time management techniques which can have an effect on stress and increase productivity.
8/24/2016 8:30 AM to 3:30 PM	Word Level 3	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with and run macros. You will also create a master document, table of contents, footnotes, endnotes, and cross-references
8/25/2016 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.

08/25/2016 8:30 AM to 3:30 PM	Excel Level 3	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases
8/30/2016 thru 8/31/2016 8:30 AM to 3:30 PM	Adobe Pro with Forms	\$80	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Students will create PDF documents, convert to different formats, customize settings, edit documents, add bookmarks, etc. They will create interactive forms, import and export form data and print and batch process PDF documents.
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September 2016 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
9/13/2016 - 9/14/2016 8:30 AM to 4:30 PM	Leadership and Supervisory Issues	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	New Supervisors to attend both days	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.
9/19/2016- 9/23/2016 8:00 AM to 5:00 PM	40-Hour Training of Trainers	\$0*	KS Dept. of Corrections (KDOC) - Kevin Smith at: kevin.smith@doc.ks.gov	Kansas Juvenile Correctional Complex, Topeka	New Trainers	This course is a 40-hour skill-building workshop for the classroom instructor. Topics include adult learner-centered instruction, conducting training needs assessments, the "Instructional Theory Into Practice" model, developing performance objectives, guidelines for preparing lesson plans, designing instructional strategies, presentation/facilitation skills, designing training aids, training evaluation strategies, and legal issues for trainers.
9/27/2016 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
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October 2016 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
10/3/2016 - 10/7/2016 8:00 AM - 5:00 PM	Case Management Basic Training	\$0*	KS Dept. of Corrections (KDOC) - Kevin Smith at: kevin.smith@doc.ks.gov	Wichita DCF, 2601 S. Oliver St., Wichita	Case Managers	This course provides the foundation for effective offender supervision and case management. This 5-day course is designed to build skills in effective case management and provides a combination of motivational interviewing and Effective Practices in Correctionsl Settings (EPICS-II) skills. Specific topics include: evidence-based practices, effective communication skills and motivational interviewing strategies; and EPICS skills which include session structure, relationship and coaching skills, relapse prevention, bridging skills, and intervention skills.

10/4/2016 1:00 PM to 4:30 PM	Getting the Most Out of Your Time: Realistic Time Management Fundamentals	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	Landon State Office Bldg Conference Room 509	All Employees	To provide practical tools, practices and tips for assessing, developing, and applying time management skills in order to increase effectiveness and efficiency in the workplace even in these hectic, fast changing times.
10/11/2016 - 10/12/2016 8:30 AM to 4:30 PM	Leadership and Supervisory Issues	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	New Supervisors to attend both days	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.
10/19/2016 1:30 PM to 4:00 PM	Performance Management Process (PMP)	\$0*	KS Dept. of Admin (KDoA) Jolene Flowers at: jolene.flowers@da.ks.gov	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.
10/25/2016 9:00 AM to 3:00 PM	Write It Right!	\$0*	KS Dept. of Corrections (KDOC) - Bev Fertig at: beverly.fertig@doc.ks.gov	Ellsworth Correctional Facility, Ellsworth	All Employees	A five-hour seminar on effective and professional written communication skills. Written communication skills covered in this course include business letters, reports, logs, memos, meeting notes and e-mail.
10/26/2016 8:30 AM to 4:30 PM	How to Provide Superb Customer Service	\$0*	KS Dept. of Admin (KDoA) - Jolene Flowers at: jolene.flowers@da.ks.gov	Landon State Office Building Room 509, Topeka	All Employees	Provided in a small group setting, this course provides basic information on providing good customer services; identifying who our customers are; how to deal with difficult customers; and why customer service is so important to what we do every day in our work.
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November 2016 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
11/2/2016 8:30 AM to 4:30 PM	Building High Performance Teams	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	Landon State Office Bldg Conference Room 509	All Employees	To equip employees with knowledge and tools needed to build and support highly performing teams in the dynamic workplace of today.
11/8/2016 9:00 AM to 3:00 PM	Offender Job Preparation	\$0*	KS Dept. of Corrections (KDOC) - Bev Fertig at: beverly.fertig@doc.ks.gov	Johnson County Multi-Service Center, Lenexa	Case Managers	This seminar is designed to provide case managers with the information and tools needed to assist offenders in finding and maintaining meaningful employment.
11/9/2016 8:30 AM to 3:30 PM	Stress and Time Management	\$0*	KS Dept. of Corrections (KDOC) - Bev Fertig at: beverly.fertig@doc.ks.gov	Johnson County Multi-Service Center, Lenexa	Case Managers	This 6-hour course targets correctional fatigue and secondary trauma by assisting case managers to identify coping techniques and develop individual methods to combat stress and stressors. It also looks at time management techniques which can have an effect on stress and increase productivity.
11/17/2016 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
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December 2016 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
12/6/2016 9:30 AM to 12:00 PM	Performance Management Process (PMP)	\$0*	KS Dept. of Admin (KDoA) Jolene Flowers at: jolene.flowers@da.ks.gov	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee’s issues could be addressed.
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January 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
1/9/2017 - 1/13/2017 8:00 AM - 5:00 PM	Case Management Basic Training	\$0*	KS Dept. of Corrections (KDOC) - Kevin Smith at: 291-3192 or kevin.smith@doc.ks.gov	Douglas County Jail, Lawrence	Case Managers	This course provides the foundation for effective offender supervision and case management. This 5-day course is designed to build skills in effective case management and provides a combination of motivational interviewing and Effective Practices in Correctionsl Settings (EPICS-II) skills. Specific topics include: evidence-based practices, effective communication skills and motivational interviewing strategies; and EPICS skills which include session structure, relationship and coaching skills, relapse prevention, bridging skills, and intervention skills.
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